

County Engineers' and Public Works Directors' Manual

BOOK II – Reference Manual

Change Record

- November 2005 Under Section 2A
Replace page 2-1 (WAC General Administrative Rules)
Replace pages 2-15 thru 2-16 (Maintenance Management)
- May 2005 Under Section 2A
Replace page 2-1 (WAC General Administrative Rules)
Replace page 2-3 (Organization and Operation of County Road Administration Board)
- Under Section 2B
Replace page 2-17 (WAC Standards of Good Practice)
Replace pages 2-35 & 2-36 (Standards of Good Practice – Cooperative Procedures for Processing of County Road Accident Reports)

-----**IMPORTANT**-----

Changes will be marked as follows:

- All additions in *red*;
- All deductions will be marked in ~~strike-out~~
- Marks will only show up on most recently distributed changes, all previous changes will return to black on white. Questions call Karen at 360.753.5989 or karen@crab.wa.gov

2A WAC GENERAL ADMINISTRATIVE RULES

<u>CHAPTER NUMBER</u>	<u>TITLE</u>	<u>ORIGINAL ADOPTION</u>	<u>LAST REVISION</u>	<u>REVISION NUMBER</u>
1	Organization and Operation of County Road Administration Board	10/17/1968	4/28/2005	5
2	Implementation of State environmental Policy Act for CRAB	7/23/1976	10/29/1998	2
3	Public Access to Information and Records	5/5/1992	10/29/1998	1
4	Annual Certification of Good Practice	10/18/1974	7/1/2002	6
10	Duties of County Road Engineer – County Legislative Authority	6/6/1968	7/11/2002	REPEALED
11	Maintenance Management	1/16/1980	10/27/2005	3

MAINTENANCE MANAGEMENT

WAC 136 CHAPTER 11

WAC 136-11-010 Purpose and authority.

The laws of the state of Washington ~~specify provide~~ in RCW 36.80.030 that the county engineer shall have supervision, under the direction of the county legislative authority, of maintaining all county roads of the county. The purpose of maintenance management is to recognize that ~~the majority of many~~ road maintenance activities can be planned, scheduled and accomplished in a predetermined manner ~~which will result in improved economics of operation, public safety and welfare, and preservation of investment of county roads: Provided, however, That maintenance management shall not be mandatory and shall not be considered in the issuance of certificates of good practice.~~ RCW 36.78.121 directs the county road administration board, or its successor entity, to establish a standard of good practice for maintenance of transportation system assets.

WAC 136-11-020 Goal.

This chapter is intended to ~~encourage each county engineer to apply~~ establish basic management principles ~~to for~~ road maintenance activities and to set forth specific goals and objectives relative to the results to be achieved.

WAC 136-11-030 Objectives.

~~For the guidance and information of the county engineer developing a maintenance management program the following objectives merit serious consideration:~~

- ~~(1) — To provide, annually, opportunities for key personnel to receive initial training or refresher training in the principles of maintenance management.~~
 - ~~(2) — To develop countywide maintenance standards or levels of service for each major maintenance activity.~~
 - ~~(3) — To develop standards of performance for individuals and work crews setting forth both the quality and quantity of results anticipated.~~
 - ~~(4) — To prepare an annual maintenance program for adoption coincident with the annual budget and construction program which is to identify resource requirements in terms of staff resources, equipment and materials, and the cost of each.~~
 - ~~(5) — To schedule, on an annual basis, major maintenance activities based on available budgeted maintenance funds so as to achieve an optimum balance of resources in the available time.~~
 - ~~(6) — To develop, and annually update, a long range equipment replacement program encompassing all major road department equipment so as to meet the equipment demands of the maintenance program.~~
 - ~~(7) — To establish an information reporting system capable of compiling data needed to allow comparison of actual performance with established performance standards and budgetary constraints.~~
 - ~~(8) — To discuss, at least biennially, with appropriate supervisory personnel the data regarding utilization of staff resources, equipment and materials so as to assure the lowest attainable unit cost for each maintenance activity.~~
 - ~~(9) — To provide adequate information to all maintenance personnel regarding goals and objectives of the county's maintenance management program.~~
 - ~~(10) — To explore and evaluate new techniques, products, equipment and ideas which show promise of significantly improving performance or decreasing cost in any segment of the maintenance management effort.~~
- ~~(1) — To preserve the investment made in roads, bridges, and roadway appurtenances.~~

(2) To create stronger accountability to ensure that cost-effective maintenance and preservation is provided for transportation facilities.

WAC 136-11-040 Maintenance Management requirements.

(1) An inventory of significant maintenance features (physical assets), as determined by the county, shall be maintained.

(2) Maintenance management is based upon work activities. Work activity guidelines shall be defined, by each county, for the significant activities representing the maintenance work to be performed. Definitions shall include an activity code, title, description, work unit and inventory unit.

(3) An annual work program and budget shall be prepared. The activity-based work program and budget shall summarize the kinds and amounts of work planned and the costs of the planned work.

(4) The resources needed to accomplish the annual work program shall be documented.

(5) Work scheduling procedures shall be documented.

(6) Work accomplishment and expenditure shall be monitored.

WAC 136-11-050 Annual review.

On an annual basis, beginning in calendar year 2008, the county road administration board shall review compliance with the requirements of WAC 136-11-040 and report the results to the transportation commission or its successor entity.

WAC 136-11-060 County Road Administration Board assistance.

To assist each county to meet its requirements, the county road administration board shall provide maintenance management support and training. The county road administration board will also provide to counties, upon request, technical assistance related to defining, developing, operating, managing and utilizing maintenance management procedures.